

OSHECCOM FREQUENTLY ASKED QUESTIONS/GUIDANCE

Background: This document was developed to clarify the OSHECCOM Charter. Several members of the committee felt the charter was too general and further explanation was needed.

1. WHAT IS THE PURPOSE OF THE OSHECCOM COMMITTEE?

To improve intra-agency cooperation at national, regional, center, and field levels.

Establish communications across lines of business.

Ensure uniformity in the OSH&E program; eliminate duplication of effort.

Improve effectiveness of the OSH program agency wide.

2. WHAT IS THE RELATIONSHIP BETWEEN THE OSHECCOM AND THE REGIONAL SAFETY PROGRAMS?

The OSHECCOM is not intended to supplant the established agency safety program.

Only when issues can not be adequately handled through regular procedures should they be raised to the OSHECCOM.

Where resolution of safety and health issues is not possible locally, recommendations for action should be directed to the local field committee chair.

Field issues raised to the regional chair will be directed to the appropriate program office head/division manager in the regions, who will be responsible for providing a report to the OSHECCOM on resolution of the issue and corrective action taken.

Systemic issues and those that cannot be resolved regionally shall be raised to the National OSHECCOM. They should be submitted in issue paper format through the appropriate line of business, the RPMES representative, or the OSHECCOM Coordinator for presentation to the committee.

Committee minutes should be disseminated to all employees for information.

3. HOW IS THE COMMITTEE STRUCTURED?

Regional committees are comprised of all lines of business, regional offices, and unions. Field committees should represent all groups within a facility or geographical area when appropriate. However there may be instances when committees are set up that represent only

one line of business. Determine which program offices in your region have field offices in need of representation. For example, Air Traffic has ARTCCS, Hubs, Towers; Flight Standards has FSDOS; Security has CASFOS; Airway Facilities has SMOs; Airports has ADOS.

The size, organization and need of such an activity should determine the requirement to establish formal committees. However, heads of such facilities shall ensure an open line of communication exists for all employees on OSH matters. Office meetings, handouts, local newsletters, and other methods as appropriate should be utilized for communication.

4. WHAT ARE THE MEETING RULES?

Frequency (minimum): HQ - two meetings per year (though currently meeting three times per year) Regional/Field quarterly.

Each committee shall develop its own rules of order.

Meeting agendas shall be developed and provided to committee members two weeks prior to each meeting.

Meeting minutes shall be prepared and forwarded to all committee members within two weeks of each meeting.

The OSHECCOM Coordinator will also maintain copies of regional or center quarterly minutes and reports. Regional/center OSHECCOM Secretaries shall forward copies of these minutes to the OSHECCOM Coordinator.

Copies of all minutes and meeting handouts should be retained for five years. The respective OSHECCOM Secretary shall maintain Field and regional minutes.

Any follow-up activity resulting from the meetings (surveys, action plans, etc.) shall be documented and records maintained by the OSHECCOM Secretary.

Meetings should be carried out unless there are compelling reasons to cancel the meeting.

5. WHAT ARE THE TRAINING REQUIREMENTS? WHAT TRAINING IS AVAILABLE TO COMMITTEE MEMBERS?

All committee members shall receive training which meets the requirements of Appendix 2 to the OSHECCOM Charter. Training shall be documented in accordance with agency procedures.

The ANS developed training material may also be used. It covers the elements listed in the 29 CFR 1960 for committee members.

According to the Director, OSHA Federal Agency programs, no specific course is mandated for committee members. The OSHA 600 course for collateral duty safety personnel generally does not cover committee roles and responsibilities. Off-the-shelf training that includes material similar to the OSHA 600 course basically familiarizes students with OSHA and teaches them how to use the standards and conduct inspections. Committee members do not have the same level of responsibility and therefore do not need the OSHA 600 course for their committee duties. GSA, TVA, and other certified committees do not use the OSHA 600 course.

The EPA CBI course may also be used to supplement committee member training. While not tailored to FAA, it covers safety information and provides a quick review of the standards. Taken alone, it does not adequately cover committee member training. Roles and responsibilities of the members, agency policies, etc. must also be covered, along with the FAA specific requirements.

Additional training videos include: Environmental Liability Training (30 min.), and Top Management video (20 min.)

6. WHEN WILL THIS CHARTER BE SUBMITTED TO OSHA REQUESTING CERTIFICATION OF THE FAA OSHECCOM?

OSHA was contacted informally during development of the charter. Differences between the requirements of the 29 CFR 1960 and the FAA proposal were discussed and OSHA indicated a willingness to evaluate the FAA request.

The charter has not been formally submitted to OSHA and will not be until OSHECCOM implementation is complete at all levels.

7. HOW IS THE STATUS OF THE OSHECCOM COMMUNICATED TO THE FAA MANAGEMENT BOARD (MB)?

The DASHO updates the status of the OSHECCOM at MB meetings.

8. HOW ARE EMPLOYEE COMPLAINTS HANDLED?

Promptly report unsafe and/or unhealthy working conditions, situations, work-related injuries, illnesses, and accidents to supervisors.

9. HOW ARE ISSUES ELEVATED TO HIGHER LEVELS?

Supervisors utilizing safety committee, collateral duty, and other occupational safety and health personnel as a source of advice and assistance should elevate issues that cannot be abated at the local levels.

Issues that can not be resolved at Field or regional levels OSHECCOMs should be elevated to the next higher OSHECCOM level for advice and assistance.

OSHECCOM Issues that would have a potential impact on the entire agency should be forwarded to the National OSHECCOM for advice and assistance.

10. WHO IS RESPONSIBLE FOR FUNDING?

Each line of business should cover operational funding. The OSHECCOM endorsement letter from the Administrator addresses this funding. ANS is available to assist each line of business in determining adequate OSH budget requirements.

11. HOW WILL THE OSHECCOM CHARTER BE INCORPORATED INTO FAA OSH ORDERS AND DIRECTIVES?

The OSHECCOM structure is referenced in Order 3900.19B "FAA Occupational Safety & Health Program."

12. REQUEST FOR INSPECTIONS.

The National or Regional or Local Chairperson is the focal point to receive and request facility inspection reports. Individual members of the committee would request such reports under OSHECCOM only if delegated by the Chairperson. The Chair shall make reports available to committee members.

13. COMMITTEE ASSIGNMENTS.

Chairpersons of the subcommittees will make assignments to subcommittee members. Assignments will include the specific time, resources and cost to accomplish tasks. Each member's supervisor will be apprised of these assignments resources and estimates.

Subcommittee chairpersons will also contact each respective Labor Management Relations contact at headquarters, in order for union personnel to be cleared and released for assignments.

It will be the responsibility of the union representative to keep the officers of the bargaining unit informed of their actions.

14. ELECTION OF OFFICERS.

Nominations will be accepted from the floor. The nominations will then be seconded or open for discussion. After nominations are closed a voice election or election by a show of hands will be made.